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ABSTRACT

Graduates of the Legal Assisting Technology program at the University of Toledo were surveyed in 1981, as part of the requirement of the American Bar Association Approval Process. Questionnaires, which are appended, were sent to graduates and employers. In addition to curriculum, information was gathered with respect to the job placement, counseling, and salary. Of the 105 graduates of the program, followup information was obtained for 80. For the 31 legal assistants/paralegals who consented to a survey of their employers, 24 employers responded. Of the 80 graduates, 55 were employed in legal related work, 11 were in unrelated work, 11 were full-time students, and 3 were not actively seeking employment. Of the 24 attorney respondents, 23 were satisfied with the graduates' performance, while one was not. Twenty-six graduates were continuing their education full-time, while 11 were part-time, and some were also taking continuing education courses from the local bar or the local legal assisting association. Information is also presented on the following areas: time needed to secure legal assisting jobs, how the first professional position was secured, how attorneys learned of the program, promotion of legal assistants, length of employment, the distance applicants lived from the university, financing of legal assisting education, time taken to complete degree, ability to type, time spent on present professional position, time spent in various areas of law, importance of various courses in curriculum, what was particularly meaningful about the two-year experience in the program, and 1981 salaries of legal assisting graduates. Based on the findings, additional courses for the program are recommended. (SW)

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Survey of University of Toledo
Legal Assisting Technology Graduates

Spring, 1981

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Survey of University of Toledo
Legal Assisting Technology Graduates

Spring, 1981

During the spring quarter, 1981, a survey of all the graduates of the Legal Assisting Technology program was undertaken as the final requirement of the American Bar Association Approval Process. This survey was done to satisfy the requirement of a five-year evaluation of curriculum. A questionnaire (Appendix C) was sent to each of the graduates. Also, a questionnaire was sent to the employers of those graduates who gave the investigator permission to contact them. In addition to curriculum, additional information was gathered with respect to job placement, counseling, and salary.

Respondents

Graduates' Questionnaire. As of December 31, 1980, there were 105 graduates of the legal assisting program. Of these graduates, 62 returned the questionnaire and 18 of the nonrespondents were contacted by telephone to answer some questions. Consequently, the investigator had knowledge of 80 graduates (76 percent) as a result of the 1981 questionnaire. Actually, there were only 15 graduates (14.3 percent) with whom the investigator had no contact either on this questionnaire or on the one sent during the spring, 1980.

Of the 25 with whom the investigator had no contact on this questionnaire, 12 were living out of the area and were not able to be contacted by phone, 4 moved and had no forwarding address, 9 lived in this area but were not able to be contacted by phone (there was no answer on three different occasions). A full inventory of the graduates is included in Appendix A.

Employers' Questionnaire. There were 31 legal assistants/paralegals who permitted the investigator to contact their employers. Of those contacted 24 (77.4 percent) returned their questionnaires. Exactly half (50 percent) of the graduates were working in law firms of up to 20 attorneys. The other half were working in firms of 20 or more attorneys or in large corporations. In Table I (page 2) that information is depicted.

Types of Positions Secured

Of the 80 graduates responding to this survey, 55 (68.75 percent) were employed in legal related work, 11 (13.75 percent) were in unrelated work, 11 (13.75 percent) were full-time students, and 3 were not actively seeking employment. This information is depicted in Table II on page 3.

TABLE I

Type of Office in Which University of Toledo
Legal Assisting Graduate Was Employed as
a Legal Assistant/Paralegal

Number	Type of Office
3	Single Practitioner
5	2-4 Attorneys
2	5-9 Attorneys
2	10-20 Attorneys
4	20 or more Attorneys
0*	Law department of Public Agency
5	Law department of Private Corporation
	Other:
1	Environmental Coordinating Division of Private Corporation
1	Real Estate Department of Private Corporation
1	EEOC Department of Private Corporation
7	No Answer

*The investigator knows of at least two graduates who are working as paralegals in a public agency in Toledo.

Attorneys' Satisfaction with Graduates

Of the 24 attorney respondents, 23 were satisfied with the graduates' performance; one attorney was not. Many comments were made, and they ranged from:

Ms. (Student), effective January 5, 1981, was promoted to Assistant Industrial Relations Director at the Company's Oakland, California, glass container division plant--one of the largest among over 100 manufacturing plants nationwide and without question the most complex in terms of labor relations (10 unions, approximately 1,100 employees) and equal employment opportunity workload. This is an important middle management position usually not reachable for a college graduate without experience for from 5-10 years. She earned this promotion as a result of her paralegal job performance, as well as mastery of the substantive requirements of effective personnel administration. She is the second TU Program graduate to work in the employment law area to obtain such a promotion (out of three original hires).

to:

I felt she had brought nothing to me that was helpful. I might as well have hired her without any training. I never had a legal assistant before Ms. (student), so I don't know whether the deficiencies she presented were the fault of your program or her own shortcomings. Perhaps we were lax in not giving further training. Some knowledge of basic legal principles was expected but I don't think she learned much from your program. If she got superb grades, it is a commentary on the space between theory and practice. Luckily Ms. (student) has much personal charm and poise.*

*This student is presently enrolled in law school.

TABLE II

Types of Positions Held by University of
Toledo Legal Assisting Graduates

Position	Respondents	
	N	%
<u>Legal or Legal Related</u>		
Senior Paralegal	1	1.25
Paralegal/Legal Assistant	31	38.75
Paralegal/Office Manager	5	6.25
Paralegal/Legal Secretary	4	5.00
Law Clerk	1	1.25
Legal Secretary	4	5.00
Property Tax Analyst	1	1.25
Administrative Clerk	1	1.25
Senior Trader of Trust Investments		
- Trust Department	1	1.25
Insurance Clerk	1	1.25
Bankruptcy Court Clerk	1	1.25
Administrative Analyst	1	1.25
Underwriter for Insurance Company	1	1.25
Tax Preparer (former part-time)	1	1.25
Equal Employment Opportunity		
Specialist-Conciliator	1	1.25
Sub Total	55	68.75
<u>Other</u>		
Full-time Student	11	13.75
Executive Secretary	1	1.25
Secretary	2	2.50
Dairy Manager	1	1.25
Waitress	1	1.25
Personnel Director	1	1.25
Administrative Assistant	1	1.25
Collection Correspondent	1	1.25
Clerk	1	1.25
Production Assistant Manager	1	1.25
Teacher at Business School	1	1.25
Not Actively Seeking Employment	3	3.75
Sub Total	25	31.25
TOTAL	80	100.0

Continuing Education

There were 51 graduates (48.6 percent) who have continued their education in some way. Of the 6 graduates who already had obtained a B.A. or B.S. degree (others were very close to completion), 2 have continued into law school and 1 was applying for fall admission. There were 5 other graduates who were definitely thinking of applying to law school.

At the time of this survey, there were 26 (24.8 percent) graduates continuing their education full time and 11 continuing part time--a total of 35.2 percent. Of those graduates who were continuing their formal education, some were also taking continuing education courses from the local bar or the local legal assisting association. This information is shown in Table III.

TABLE III

Number of University of Toledo Legal Assisting
Graduates Who Have Continued Their Education

Type of Education	Graduates	
	N	%
Part-time Formal Education	26	24.8
Full-time Formal Education	11	10.5
Courses from Local Bar or Legal Assisting Association	37	35.2

Promotion of Legal Assistants

When the attorneys were asked about the promotion of their legal assistants, the following was the result:

Twelve (50 percent) had promoted their legal assistant since he/she had been hired, 6 had not (5 of those 6 had been with the firm 18 months

or less), 2 had not been promoted, but had their salaries increased, 1 had responsibilities increased, and 3 attorneys did not answer this question.

Length of Employment

According to the Employers' Questionnaire, 18 of their legal assistants (75 percent) had been employed on their present position three or fewer years. The majority of those graduates employed over four years with one employer started work as legal secretaries. This information is indicated in Table IV.

TABLE IV

Length of Time University of Toledo Graduates
Have Been With Law Firm or Corporation

Time	Graduates	
	N	%
6 months or less	3	12.5
7 - 12 months	2	8.3
13 - 18 months	4	16.7
19 - 24 months	1	4.2
2 years	5	20.8
3 years	3	12.5
4 years or more	6	25.0
TOTAL	24	100.0

Duration of Time Needed to Secure Legal Assisting Jobs

Of those 35 graduates responding to this question, 28 (80 percent) secured their jobs within three months after graduation. This information is shown in Table V on page 6.

How First Professional Position was Secured

For this question, the graduate was asked to check all responses that applied. The category with the most responses was the one in which the graduate continued in his/her previous position. All the responses are indicated in Table VI on page 6.

TABLE V

Time Needed to Secure University of Toledo
Graduates' Legal Assisting Jobs

Time Needed	Respondents	
	N	%
Before Graduation	11	31.4
Obtained from Legal Assisting Seminar	3	8.6
One Month After Graduation	8	22.9
Two Months	3	8.6
Three Months	3	8.6
Four Months	2	5.7
Six Months	2	5.7
Ten Months	1	2.9
Two Years	2	5.7
TOTAL	35	100.0*

*Total is 100.1 because of rounding of percentages.

TABLE VI

Manner In Which First Professional Position
Was Obtained by UT Legal Assisting Graduates

How Obtained	Respondents	
	N	%
Continued In Position Held	20	27.7
Returned to Former Position	2	2.8
Own Solicitation	17	23.6
College Professor	10	13.8
Professional Associates	4	5.5
Friends	4	5.5
Relatives	2	2.8
Employment Agency	2	2.8
UT Placement Service	1	1.4
Recruited by Employer	3	4.2
Advertised Position	2	2.8
Internship	4	5.5
Other	1	1.4
TOTAL	72	100.0*

*Total is 99.8 because of rounding of percentages.

How Attorneys Learned About Program

On this question, the attorney was asked to check all responses that applied. The response checked most frequently (43.8 percent) was the one in which the graduate told the attorney of the program. Other manners in which the attorney learned about the program included: One attorney learned about it from a newspaper article; another was a law student when the program started; and a third taught in the program. All this information is depicted in Table VII.

TABLE VII

Manner in Which Attorney Learned About
University of Toledo Legal Assisting Program

Manner in which Learned	Attorney	
	N	%
Contacts with Bar	5	15.6
Contacts with Other Attorneys	4	12.5
Graduate Told Attorney of Program	14	43.8
Representative from UT Contacted		
Attorney	6	18.8
Other	3	9.4
TOTAL	32	100.0*

*Total is 100.1 because of rounding of percentages.

Distance Applicants Lived from University

Most applicants (75.8 percent) lived within a 50-mile radius of the University with the farthest applicant coming from over 150 miles. This data would tend to justify the fact that our program is servicing the population in Northwest Ohio. All data is shown in Table VIII on page 8.

TABLE VIII

Distance from University of Toledo That
Legal Assisting Graduates lived
When They Applied for Admission

Distance	Respondents	
	N	%
Within 50 Miles	47	75.8
50-74 Miles	4	6.5
75-99 Miles	1	1.6
100-149 Miles	7	11.3
Over 150 Miles	1	1.6
No Answer	2	3.2
TOTAL	62	100.0

Financing of Legal Assisting Education

The graduates were asked to answer the question "How did you finance your legal assisting studies?" by rating all answers that applied with major source (MS), very important (VI), important (I), and little importance (LI). The answer most frequently rated "major source" was full-time employment. Another answer that the investigator did not indicate as a choice but one that the graduates volunteered was that the employer paid for the legal assistant's education. The other three answers that were rated frequently were "parents paid," "part-time employment," and "personal savings." This information is shown in Table IX on page 9.

Time Taken to Complete Degree

The majority of the graduates (80.6 percent) completed their two-year degree in the time they expected to complete it. There were only a few (12.9 percent) that felt that the degree took longer than expected. This information is shown in Table X on page 9.

TABLE IX

Manner in Which University of Toledo Legal
Assisting Education was Financed by Graduates

Manner	Total		M. S.*		V. I.*		I.*		L. I.*	
	N	%	N	%	N	%	N	%	N	%
Full-Time Employment	24	19.0	16	12.7	2	1.6	5	4.0	1	0.8
Part-Time Employment	26	20.6	5	4.0	8	6.3	10	7.9	3	2.4
Financial Aid	9	7.1	5	4.0	1	0.8	2	1.6	1	0.8
Personal Loan	9	7.1	4	3.2	2	1.6	2	1.6	1	0.8
Personal Savings	18	14.3	7	5.6	2	1.6	7	5.6	2	1.6
Parents Paid	20	15.9	13	10.3	4	3.2	2	1.6	1	0.8
Spouse Paid	6	4.8	3	2.4	1	0.8	2	1.6	-	-
Scholarship	3	2.4	-	-	1	0.8	1	0.8	1	0.8
Veteran's Benefits	3	2.4	1	0.8	-	-	1	0.8	1	0.8
Fee Waiver	3	2.4	2	1.6	-	-	-	-	1	0.8
Employer Paid	5	4.0	5	4.0	-	-	-	-	-	-

*M.S. = Major Source; V.I. = Very Important; I. = Important;
L.I. = Little Importance

TABLE X

Expected Time Taken to Complete University of Toledo
Legal Assisting Degree

Expectation	Respondents	
	N	%
As Expected	50	80.6
Less than Expected	2	3.2
Longer than Expected	8	12.9
No Answer	2	3.2
TOTAL	62	100.0*

*Total is 99.9 because of rounding of percentages.

Ability to Type

In answer to the question "If your legal assistant did not know how to type, would he/she have been hired originally?", 11 answered yes, 12 answered no, and one wrote N/A. Of the ten offices of nine attorneys or less, two hired legal assistants without typing ability. Eight would not have hired them without typing ability. Two of those offices stated that she was originally hired as a secretary and promoted years later.

In answer to the question "If your legal assistant did not know how to type, would he/she be doing a greater percentage of legal assisting work rather than clerical or secretarial?", 19 attorneys said no, 4 said yes, and one did not answer. Comments on this question ranged from "I would require typing ability, but she types only when absolutely necessary" to "Paralegals do no secretarial work." The first comment was made by a single practitioner; the second by an attorney in a corporation.

The necessity of typing ability would seem to depend on the type of firm in which the legal assistant was hired. The smaller firm probably would need a combination legal assistant/legal secretary to fill one full-time position. As the firm gets larger and/or the attorney(s) get busier, the duties of the legal assistant/legal secretary would become more legal assistant oriented.

Time Spent on Present Professional Position

In comparing the employers' and the graduates' perceptions of the amount of time spent on various professional duties, it is interesting to note that the time spent doing clerical and secretarial work (typing, transcribing, word-processing equipment operation, and clerical) ranged from only 11.4 percent to 15.1 percent. The remainder of the time (up to 89 percent) was spent doing legal related duties. It should also be noted that those respondents who indicated a high percentage of typing and transcribing also were classified as legal assistant/legal secretary. A complete itemization of the various duties performed is shown in Table XI on page 11.

TABLE XI

Perceptions of University of Toledo Legal Assisting Graduates'
and Their Employers' Perceptions of How Time Was
Spent on Present Professional Position

Job Duty	All Respondents %	Respondents Matched with Employer %	Employer %
Using law books for research	7.4	7.9	8.7
Interviewing clients	7.3	7.6	14.1
Filing papers at court house	7.4	3.5	5.0
Typing and transcribing	6.6	5.9	5.8
Creating original correspondence to be sent to clients	18.9	21.2	13.4
Writing briefs or memoranda based on own research	5.8	3.4	11.0
Doing basic clerical work (maintaining files, copying documents)	7.2	3.3	4.5
Using word-processing equipment	1.3	2.2	4.6
Supervising other employees	3.3	3.5	4.6
Other Duties:			
Probate accounting and tax (not included in above figures)	8.4	7.4	5.8
Doing Litigation (not included in above figures) (Drafting pleadings, discovery investigation, digesting depositions, exhibit preparation)	13.6	17.5	9.5
Other legal miscellaneous duties**	<u>12.8</u>	<u>16.7</u>	<u>13.2</u>
TOTALS	100.0	100.0*	100.0*

* Slight variation in total due to rounding of percentages

** Includes real estate work, bookkeeping, docket control, collections, computer programming

Time Spent in Various Areas of Law

The three areas of the law in which the majority of the legal assistants' time was spent included civil litigation, probate, and real estate. It is also interesting to note that family law only comprises from 2 to 3 percent of all legal assistants' time. At present, family law is a requirement of the program. The various allocations of professional time are depicted in Table XII.

TABLE XII

Comparison of University of Toledo Legal Assisting
Graduates' and Their Employers' Perceptions
of Percentage of Time Spent Working in Various Areas of Law

Area of Law	All Respondents %	Respondents Matched with Employer	
		%	Employer %
Civil Litigation	28	29	33
Probate	25	22	26
Real Estate	12	19	20
Bankruptcy	4	6	5
Tax	6	3	3
Family Law	3	3	2
Criminal Litigation	3	1	2
Labor Law	6	11	4
Other*	13	6	5
TOTALS	100	100	100

*Includes: Administrative Law, Immigration, Corporate, Collection

Importance of Various Courses in Curriculum

In Table XIII on page 13 is shown a complete itemization of the importance of all the courses with the exception of the General Education courses in the Legal Assisting curriculum. It should be noted that not every graduate nor every employer rated every course. Courses ranked as critical by the graduates (having a 50 percent or higher evaluation) included Legal Research, Civil Litigation, Advanced Legal Research, and

TABLE XIII

Perceptions of University of Toledo Legal Assisting Graduates and Their
Employers of the Importance of Various Courses in Curriculum

Graduates' Perceptions										Employers' Perceptions										
Total Responses		Number Answer		C*		I*		U*		Course Number/Title	C*		I*		U*		Total Responses		Number Answer	
N	%	N	%	N	%	N	%	N	%		N	%	N	%	N	%	N	%	N	%
Specialized Courses																				
46	74.2	16	25.8	19	30.6	24	38.7	3	4.8	103 Intro. to Law for Legal Assistants	12	50.0	9	37.5	1	4.2	22	91.7	2	8.3
55	88.7	7	11.3	26	41.9	25	40.3	4	6.5	170 Intro. to Legal Assisting	10	41.7	10	41.7	-	-	20	83.3	4	16.7
58	93.5	4	6.5	51	82.3	7	11.3	-	-	171 Legal Research	20	83.3	2	8.3	1	4.2	23	95.8	1	4.2
54	87.1	8	12.9	46	74.2	8	12.9	-	-	172 Civil Litigation	15	62.5	7	29.2	1	4.2	23	95.8	1	4.2
48	77.4	14	22.6	19	30.6	23	37.1	6	9.7	174 Proc. Family Law	6	25.0	7	29.2	9	37.5	22	91.7	2	8.3
53	85.5	9	14.5	23	37.1	27	43.5	3	4.8	270 Bus. Organizations	10	41.7	11	45.8	2	8.3	23	95.8	1	4.2
54	87.1	8	12.9	28	45.2	22	35.5	4	6.5	271 Estate & Probate Administration	15	62.5	2	8.3	5	20.8	22	91.7	2	8.3
52	84.9	10	16.1	24	38.7	26	41.9	2	3.2	272 Real Estate Trans.	13	54.2	5	20.8	4	16.7	22	91.7	2	8.3
56	90.3	6	9.7	45	72.6	10	16.1	1	1.6	275 Adv. Legal Research	14	58.3	6	25.0	2	8.3	22	91.7	2	8.3
54	87.1	8	12.9	45	72.6	8	12.9	1	1.6	278 L.A. Internship	10	41.7	10	41.7	2	8.3	22	91.7	2	8.3
Legal Assisting Electives																				
49	79.0	13	21.0	6	9.7	33	53.2	10	16.1	175 Fundamentals in Consumer Law	1	4.2	11	45.8	10	41.7	22	91.7	2	8.3
46	74.2	16	25.8	7	11.3	32	51.6	7	11.3	177 Practice/Procedures in Admin. Law	1	4.2	16	66.7	6	25.0	23	95.7	1	4.2
48	77.4	14	22.6	14	22.6	27	43.5	7	11.3	273 Fund. of Taxation	6	25.0	6	25.0	9	37.5	21	87.5	3	12.5
50	80.6	12	19.4	21	33.9	24	38.7	5	8.1	--- Constitutional Law & Crim. Procedure	-	-	9	37.5	12	50.0	21	87.5	3	12.5
General Business Courses																				
53	85.5	9	14.5	8	12.9	10	16.1	35	56.5	--- Intro. to Data Proc	2	8.3	10	41.7	9	37.5	21	87.5	3	12.5
49	79.0	13	21.0	8	12.9	27	43.5	14	22.6	--- Bus. Tech. Math	1	4.2	11	45.8	9	37.5	21	87.5	3	12.5
53	85.5	9	14.5	14	22.6	29	46.8	10	16.1	--- Intro. to Accounting	7	29.2	11	45.8	3	12.5	21	87.5	3	12.5
53	85.5	9	14.5	29	46.8	24	38.7	-	-	--- Intro. to Bus. Law	7	29.2	10	41.7	4	16.7	21	87.5	3	12.5
52	84.9	10	16.1	15	24.2	24	38.7	13	21.0	--- Legal Office Proc.	6	25.0	13	54.2	2	8.3	21	87.5	3	12.5
50	80.6	12	19.4	14	22.6	27	43.5	9	14.5	--- Mgt. Principles	4	16.7	13	54.2	4	16.7	21	87.5	3	12.5
52	84.9	10	16.1	11	17.7	27	43.5	14	22.6	--- Adv. Acctg. Prin. I	5	20.8	12	50.0	5	20.8	22	91.7	2	8.3
52	84.9	10	16.1	3	4.8	14	22.6	35	56.5	--- Typing I	4	16.7	5	20.8	11	45.8	20	83.3	4	16.7

*C=Critical, I=Important, U=Unimportant

Legal Assisting Internship. Courses ranked as critical in the opinion of the attorneys included Legal Research, Civil Litigation, Estate and Probate Administration, Real Estate Transactions, and Advanced Legal Research. Family Law, presently a required course, had rankings by both the graduates and their employers similar to those of the other legal assisting electives.

What Elements Should be Included in the Curriculum

The answers to questions 18, 19A and 19B from the graduates tended to all be grouped together. The majority of the comments made concerning deficiencies dealt with additional estate and probate material dealing particularly with the various tax aspects of it and also with estate planning, an additional course in civil litigation, additional course work in bankruptcy, and more legal writing. Other suggestions that were made included: insurance course, management courses for people employed in corporations, more extensive criminal law course dealing with both prosecution and defense, interviewing, investigation, time management, Securities and Exchange Commission regulations, public speaking courses, labor law, law and society, more real estate, a short course in legal terminology, a section on docket control systems and time/billing systems to be included in Legal Office Procedures, and a tour of the Court House to be included in the internship class.

The attorneys' suggestions for additional courses included more research courses, Uniform Commercial Code, antitrust, statistics, legal writing skills, tax preparation (1040, 1041, 706, 709, and Ohio Estate Tax Forms), discovery techniques, bankruptcy forms and procedures, general science course, speed reading, and the emphasis of word

processing and computer use for tax preparation and file management. Other comments that were made included that more detail should be taught, a good thinking process developed, cultural background should be developed, confidence should be developed, the ability to learn procedures and follow directions of the professional should be emphasized, and more practical knowledge should be gained by visualizing what it is like to work for a law firm and what an attorney expects, and finally a substantial knowledge of local law should be learned.

An interesting comment made by an attorney should be included.

She stated:

It has been our experience, however, that the effectiveness of a particular legal assistant is more a function of the innate ability and motivation of the employee than of the training that they bring to the job. In other words, if a person hired as a legal assistant is bright, motivated and willing to learn, that person will, within a short period of time, make an effective contribution to the firm provided they are given appropriate direction. (Emphasis added)

. . . it strikes me that the "critical" courses are those which provide the legal assistant with a general understanding of the major areas of practice. The importance of various courses beyond those would seem to depend on the legal assistant's own areas of interest.

What was Particularly Meaningful about Your Two-Year Experience?

The comments to this question included getting away from home and growing, how meaningful the internship was, how ability and confidence were developed, and how the short-range goal of obtaining a job is very obtainable.

The comments to this question convinced the investigator of how very valuable the internship experience is as so many of the graduates alluded to it.

1981 Salaries of Legal Assisting Graduates

A total of 31 graduates in legal assisting or related positions included their 1981 salaries. These salaries were then classified as to all legal assistants/paralegals, legal assistants in Toledo, legal assistants/office managers in Toledo, legal assistants/legal secretaries, and all respondents in legal jobs. The average salary for UT graduates in legal assisting jobs was \$14,283. All the various classifications broken down into quartiles are shown in Table XIV. Also, in Appendix B is a complete listing of all the salaries (Table XV), a listing of salaries by job classification (Table XVI), and a classification of salaries by ages (Table XVII).

TABLE XIV

1981 Salaries of UT Legal Assisting Graduates
by Job Classification

	All Legal Assistants/ Paralegals	Legal Assistants in Toledo	Legal Asst./ Office Mgr. in Toledo	Legal Asst./ Legal Secretary	All* Respondents in Legal Jobs
Average	14,283	14,545	14,340	11,466	14,250
First Quartile	12,000	12,900	12,500	10,000	11,000
Median	13,500	13,800	15,000	10,900	13,500
Third Quartile	16,487	16,487	15,000	13,500	16,487
Number	19	13	5	3	31

*Some respondents in legal jobs did not include salaries.

Conclusions

It would appear that the majority of the graduates are obtaining legal assisting or related jobs shortly after graduation. Their employers/attorneys seem to be satisfied with their job performance. After more education and/or experience many graduates are moving into higher-level jobs particularly in corporations.

The curriculum seems to be meeting the needs of both the graduates and their employers/attorneys. Some minor changes in curriculum could be in order.

Also, attorneys in Toledo do not have a clear idea as to what two-year graduates in legal assisting are capable of doing.

Recommendations

The investigator recommends the inclusion of the following courses in the curriculum as electives: Estate and Probate II, Civil Litigation II, and Bankruptcy. The second course in Estate and Probate should include the various tax forms that need to be completed as well as a strong section on estate planning.

The family law course should be further studied with the possibility of making it an elective as the graduates and their employers/attorneys do not seem to think that it is as "critical" to the curriculum as the other areas.

Other areas that need further discussion include a Constitutional Law and Criminal Procedure course taught to legal assistants only rather than one taught to both legal assistants and law enforcement officers, the inclusion of a court tour at the beginning of the legal assisting internship class, and a stronger section on docket control systems and

time/billing systems included in the Legal Office Procedures course.

Typing is still needed in some entry-level legal assisting jobs particularly those found in smaller law offices. Typing should continue to be included in the curriculum on a personal typing basis.

Finally, additional public relations needs to be done to inform the legal community as to what a two-year legal assistant can and cannot do and how a legal assistant can be an asset to an attorney.

A P P E N D I X A

The listing of the graduates has been deleted from this public report to secure the confidentiality of the graduates.

A P P E N D I X B

TABLE XV

Graduates of UT Legal Assisting Technology Program
1981 Annual Salary in Profession

TITLE	GRADUATION DATE	AGE	SALARY
Paralegal	1977	34	16,000*
Paralegal	1977	25	13,500
Paralegal B.S.	1977	34	18,000
Paralegal	1977	36	12,000
Adm. Law Clerk	1978	25	10,700
Paralegal	1978	26	12,900
Paralegal/Secretary	1978	42	10,000
Paralegal B.S.	1978	41	18,000
Off. Adm/Legal Asst.	1978	23	15,000
Legal Asst.	1978	39	17,000
Paralegal	1978	26	10,400
Paralegal	1978	23	12,500
Paralegal	1978	26	16,487
Legal Asst/Legal Sec.	1978	35	13,500
Office Manager/Paralegal	1978	49	11,000
Legal Asst.	1978	23	13,800
Legal Asst.	1978	23	15,500
Legal Asst.	1979	23	12,600*
Legal Related	1979	31	22,632
Legal Asst.	1979	23	12,000*
Secretary/Legal Asst.	1979	27	10,900*
Legal Related	1979	25	7,680
Legal Assist.	1979	25	11,000*

TITLE	GRADUATION DATE	AGE	SALARY
Off. Mgr/Paralegal	1979	31	15,000
Legal Assist.	1979	29	16,000
Advanced Paralegal	1979	43	20,000*
Office Mgr/Legal Asst.	1980	27	12,500
Legal Related	1980	21	10,963
Office Mgr/Legal Asst.	1980	43	18,200
Legal Related*	1980	47	23,000
Legal Assist.	1980	36	12,500**
Paralegal	1980	23	13,000

31

32

*Out of City

**Part-Time

TABLE XVI

1981 SALARIES OF UT LEGAL ASSISTING GRADUATES BY JOB CLASSIFICATION

	All Legal Assistants- Paralegals	Paralegals in City	Office Mgr. Legal Assis- in City	Legal Asst. Legal Sec.	Legal Related	Total of All Respondents in Legal Jobs
20,000 +	1				2	3
19,000-19,999						
18,000-18,999	2	2	1			3
17,000-17,999	1	1				1
16,000-16,999	3	2				3
15,000-15,999	1	1	2			3
14,000-14,999						
13,000-13,999	3	3		1		4
12,000-12,999	5	3	1			6
11,000-11,999	1					1
10,000-10,999	2	1	1	2	1	6
Below 9,999	—	—	—	—	<u>1</u>	<u>1</u>
Total	19	13	5	3	4	31

TABLE XVII

SALARIES OF 1981 UT LEGAL ASSISTING GRADUATES BY AGES*

AGE	NUMBER	AVERAGE SALARY
23 - 27	15	12,852
28 - 35	5	15,700
36 - 49	<u>7</u>	15,171
	27	

* Legal related salaries not included.

APPENDIX C

RESEARCH SURVEY OF LEGAL ASSISTING TECHNOLOGY GRADUATES
COMMUNITY AND TECHNICAL COLLEGE
THE UNIVERSITY OF TOLEDO

Graduate's Questionnaire

Code No. _____

The information requested in the following items is required for the accreditation of the Legal Assisting Technology Program. This information will be used to analyze professional development of Associate Degree graduates of the Legal Assisting Technology Program, and it will also be used to elicit your recommendations for the improvement of the program.

Personal data on the questionnaire will be coded and then removed from the questionnaire to provide complete anonymity for the remainder of your responses.

1. Year of birth _____
2. Year of receipt of legal assisting degree _____
3. Have you continued your education? _____
4. Did you graduate with another degree? _____ What degree? _____ Year _____
5. Have you continued into law school? _____

6. CURRENT POSITION

Title of current position _____

Name of institution/organization _____

No. of years in this position _____

No. of years with this employer _____

State in which you are employed _____

Current annual salary _____

7. FIRST PROFESSIONAL POSITION AFTER RECEIPT OF LEGAL ASSISTING DEGREE

Title of position _____

Name of institution/organization _____

No. of years with this employer _____

No. of years in this position _____

State in which you had your first professional position after receipt of legal assisting degree _____

Annual salary in first professional position _____

8. POSITION BEFORE ENTERING LEGAL ASSISTING TECHNOLOGY PROGRAM

Title of position _____

State in which you had your position before entering legal assisting technology program _____

9. If you started working for a new employer after receipt of your legal assisting degree, how many months did it take you to obtain that position?

_____ found position before graduation
 _____ Legal assisting seminar was source of new position
 _____ found position within one month after graduation
 _____ If greater than one month, how many months after graduation

10. How did you obtain your first professional position after receipt of your associate degree? Check all that apply.

_____ continued in position held	_____ relatives
_____ during associate studies	_____ employment agency
_____ returned to former position	_____ UT placement service
_____ or employer	_____ recruited by employer
_____ own solicitation	_____ advertised position
_____ college professor	_____ other: please specify
_____ professional associates	_____
_____ friends	

11. When you applied for admission to the legal assisting program, were you living within a 50-mile radius of The University of Toledo?

_____ Yes _____ No

If no, city and state where you were living _____

If in the U.S.A., approximate mileage from UT _____

12. Considering your expectations at the time you entered the legal assisting program, the time taken to complete your associate degree was

_____ longer than expected _____ as expected _____ less than expected

13. Why did you choose The University of Toledo for your legal assisting degree? Check all that apply.

_____ location/proximity of UT	_____ reputation of program
_____ previous study at UT	_____ reasonable cost of program
_____ recruited	_____ financial aid available
_____ recruitment brochures	_____ recommendation of professors
_____ or posters	_____ recommendation of professional
_____ nature of initial	_____ associates
_____ interviews	_____ recommendation of employer
_____ reputation of UT	_____ other (please specify)
_____ reputation of Community	_____
_____ and Technical College	

14. How did you finance your legal assisting studies? Rate all categories that apply.

Ratings: MS Major Source
 VI Very Important
 I Important
 LI Little Importance

_____ Full-time employment
 _____ Part-time employment
 _____ Financial Aid
 _____ Personal Loan
 _____ Personal savings
 _____ Parents paid for it
 _____ Spouse paid for it
 _____ Scholarship
 _____ Veteran's benefits
 _____ Fee waiver (parent, spouse, or
 you are employed by UT)

15. How do you spend your time in your present professional position?
 Estimate percentages to the nearest five (5) percent. The column should
 total 100 percent.

_____ Using law books for research
 _____ Interviewing clients
 _____ Filing papers at court house
 _____ Typing and transcribing
 _____ Creating original correspondence
 to be sent to clients
 _____ Writing briefs or memoranda based
 on own research
 _____ Doing basic clerical work
 (maintaining files, copying
 documents)
 _____ Using word-processing equipment
 _____ Supervising other employees
 _____ Other (Please specify)

_____ Total 100%

16. In what specific areas of the law are you working? Please give percentages.

_____ Probate	_____ Bankruptcy
_____ Real Estate	_____ Taxation
_____ Family Law	_____ Other (please specify _____)
_____ Civil Litigation	_____ Total (Must equal 100 percent)
_____ Criminal Litigation	

17. Listed below are the courses that are currently offered in the Legal Assisting Program at The University of Toledo. Based on your education and experience, how important is it to include these courses in the curriculum of this program?

Respond to all courses.

Place a check mark in the parentheses as follows:

Critical C

Important I

Unimportant U

Inclusion in Curriculum

Courses

C I U

Specialized Courses

() () ()
() () ()
() () ()
() () ()
() () ()
() () ()
() () ()
() () ()
() () ()
() () ()

103 Introduction to Law for Legal Assistants
170 Introduction to Legal Assisting
171 Legal Research
172 Civil Litigation
174 Procedures in Family Law
270 Business Organizations
271 Estate and Probate Administration
272 Real Estate Transactions
275 Advanced Legal Research
278 Legal Assisting Internship

Legal Assisting Electives

() () ()
() () ()
() () ()
() () ()

175 Fundamentals in Consumer Law
177 Practice and Procedures in Administrative Law
273 Fundamentals of Taxation
Constitutional Law and Criminal Procedures

General Business Courses

() () ()
() () ()
() () ()
() () ()
() () ()
() () ()
() () ()
() () ()

Introduction to Data Processing
Business Technology Mathematics
Introduction to Accounting
Introduction to Business Law
Legal Office Procedures
Management Principles
Advanced Accounting Principles I
Typing I

18. Based on your professional experiences and present position requirements, what elements should be included in the legal assisting program that were not included in your program. List in order of importance.

19. The Community and Technical College is very interested in obtaining your recommendation for the improvement of the Legal Assisting Technology program and learning of your evaluation of your two-year experience.

A) Considering your professional experience after receipt of your two-year degree, have you had any difficulties that relate to course deficiencies in the program? If you have, please specify. What recommendations would you submit?

B) Are there any courses that you would recommend for inclusion in the program that are not currently being offered?

C) What did you find particularly meaningful or valuable about your two-year college experience?

Please attach additional comments or recommendations if you desire.

20. Are you presently continuing your education?

Continuing full time

Continuing part-time

Continuing by taking programs sponsored by
local bar association or local legal
assisting association

Not continuing education

21. Why did you decide to continue your education:

The opinion of your present employer as to the adequacy or inadequacy of your legal assisting education is extremely important to the evaluation of the present curriculum. Please give us your present employer.

Name of person to contact:

Address

RESEARCH SURVEY OF LEGAL ASSISTING TECHNOLOGY GRADUATES
COMMUNITY AND TECHNICAL COLLEGE
THE UNIVERSITY OF TOLEDO

Employer's Questionnaire

Code No. _____

The information requested in the following items is required for the accreditation of the Legal Assisting Technology Program. This information will be used to analyze professional development of Legal Assisting (Two-year college) graduates, and it will also be used to elicit your recommendations for the improvement of the program.

1. The Legal Assisting Technology graduate is presently employed in

_____ Office of single practitioner
_____ Law firm of 2-4 attorneys
_____ Law firm of 5 to 9 attorneys
_____ Law firm of 10-20 attorneys
_____ Law firm of over 20 attorneys
_____ Law department of public agency
_____ Law department of private corporation

2. The current professional title of the graduate is

3. Year that graduate was hired. _____

Was the graduate hired before graduation from the two-year program? _____

4. Number of months with your firm or department _____

Number of years with your firm or department _____

5. Has the graduate been promoted since being hired? _____

6. How did you learn about graduates of the Two-year Legal Assisting Program?
Check all that apply.

_____ Contacts with Bar Association
_____ Contacts with other attorneys
_____ Graduate told you of program
_____ Representative from UT contacted you
_____ Other (Please specify)

7. Considering your expectations at the time you hired the legal assisting graduate, have you been satisfied with the graduate's performance?

_____ Yes

_____ No

Please comment _____

8. How does the legal assistant spend his/her time in the present professional position? Estimate the percentages to the nearest five (5) percent? How would you optimally want that time spent?

<u>Presently spend time</u>	<u>Optimally want time spent</u>
_____ Using law books for research	_____
_____ Interviewing clients	_____
_____ Filing papers at court house	_____
_____ Writing briefs or memoranda based on own research	_____
_____ Creating original correspondence to be sent to clients	_____
_____ Typing and transcribing	_____
_____ Using word-processing equipment	_____
_____ Doing basic clerical work (maintaining files, copying documents)	_____
_____ Supervising other employees	_____
_____ Other (Please specify) _____	_____
_____ Total (Must equal 100 percent)	_____

9. In what specific areas of the law does your legal assistant work? Please give percentages.

_____ Probate
_____ Real Estate
_____ Family Law
_____ Civil Litigation
_____ Criminal Litigation
_____ Bankruptcy
_____ Taxation
_____ Other (Please specify _____)
_____ Total (Must equal 100 percent)

10. If your legal assistant did not know how to type, would he/she be doing a greater percentage of legal assisting work rather than clerical or secretarial?

11. If your legal assistant did not know how to type, would he/she have been hired originally?

12. Listed below are the courses that are currently offered in the Legal Assisting program at The University of Toledo. Based on your perception of what a legal assistant should know, how important is it to include these courses in the curriculum of this program?

Respond to all courses

Place a check mark in the parentheses as follows:

Critical <u>C</u>			Important <u>I</u>	Unimportant <u>U</u>
<u>Inclusion in Curriculum</u>			<u>Courses</u>	
<u>C</u>	<u>I</u>	<u>U</u>		
			<u>Specialized Courses</u>	
()	()	()	103 Introduction to Law for Legal Assistants	
()	()	()	170 Introduction to Legal Assisting	
()	()	()	171 Legal Research	
()	()	()	172 Civil Litigation	
()	()	()	174 Procedures in Family Law	
()	()	()	270 Business Organizations	
()	()	()	271 Estate and Probate Administration	
()	()	()	272 Real Estate Transactions	
()	()	()	275 Advanced Legal Research	
()	()	()	278 Legal Assisting Internship	
			<u>Legal Assisting Electives</u>	
()	()	()	175 Fundamentals in Consumer Law	
()	()	()	177 Practice and Procedures in Administrative Law	
()	()	()	273 Fundamentals of Taxation	
()	()	()	--- Constitutional Law and Criminal Procedures	
			<u>General Business Courses</u>	
()	()	()	Introduction to Data Processing	
()	()	()	Business Technology Mathematics	
()	()	()	Introduction to Accounting	
()	()	()	Introduction to Business Law	
()	()	()	Legal Office Procedures	
()	()	()	Management Principles	
()	()	()	Advanced Accounting Principles I	
()	()	()	Typing I	
			<u>General Education Courses</u>	
()	()	()	Communications I	
()	()	()	Communications II	
()	()	()	Communications III	
()	()	()	Social Science I (Sociology)	
()	()	()	Social Science II (Economics)	
()	()	()	Social Science III (Political institutions, etc.)	

13. Based upon your professional opinion of what a legal assisting position should consist, what elements should be included in the program that are not presently included. List in order of importance.

PLEASE ATTACH ADDITIONAL COMMENTS OR RECOMMENDATIONS IF YOU DESIRE